



**PREPARING OFFICIAL COMMUNICATIONS**

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OPR: IMA (William Bivens)  
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AFMAN 37-126, 18 January 1994, is supplemented as follows:

**1.4.** All requirements for Distribution A categorically addressed correspondence on USAFA should be downloaded onto a disk or forwarded through the local area network to IMA for FALCONNET/USAFA-NET electronic distribution. Ensure the correspondence is saved as an ASCII file and a note attached with the file name.

**1.5.** Thank-you letters for the Superintendent's signature must arrive in the Command Section within 3 workdays of the event's conclusion.

**1.5.4. (Added)** All Command Section suspense's will be issued and managed through Command Section Administration (CCEA). Once an action office has been tasked, action cannot be transferred unless CCEA approves the transfer.

**1.5.5. (Added)** With the exception of tenant units, all congressional inquiries received by Academy organizations will be brought immediately to the attention of the Inspector General (IG) for determination of appropriate action. All congressional replies must be coordinated with the IG prior to their release.

**1.5.6. (Added)** All proposed speeches or remarks prepared for the Superintendent will be in a double-spaced draft on plain bond paper and must be received no later than 1-week prior to the event.

**2.2.** All correspondence leaving USAFA will be produced on preprinted letterhead.

**2.2.3.1. (Added)** Organizations authorized their own letterhead are shown below. All other organizations will use the HQ USAFA letterhead.

**AFA COMSY** (Defense Commissary Agency/Air Force Academy)

**AFOSI** (Air Force Office of Special Investigations)

**AH** (Air Force Academy Athletic Association)

(Air Force Academy Athletic Department-Recruiting)

**BA** (Band of the Rockies)

**DAO** (Defense Accounting Office)  
**FD** (The Dean of the Faculty)  
**DFR** (Office of the Registrar)  
**DFB** (The Department of Biology)  
**DFC** (The Department of Chemistry)  
**DFAN** (The Department of Aeronautics)  
**DFCS** (The Department of Computer Science)  
**DFMS** (The Department of Mathematical Sciences)  
**DFP** (The Department of Physics)  
**DFAS** (The Department of Astronautics)  
**DFCE** (The Department of Civil Engineering)  
**DFEE** (The Department of Electrical Engineering)  
**DFEM** (The Department of Engineering Mechanics)  
**DFENG** (The Department of English)  
**DFE** (The Department of Foreign Language)  
**DFH** (The Department of History)  
**DFPFA** (The Department of Philosophy and Fine Arts)  
**DFEG** (The Department of Economics and Geography)  
**DFM** (The Department of Management)  
**DFL** (The Department of Law)  
**DFBL** (The Department of Behavioral Sciences and Leadership)  
**DFPS** (The Department of Political Science)  
**DODMERB** (Department of Defense Medical Examination Review Board)  
**FJSRL** (The Frank J. Seiler Research Laboratory)  
**PL** (USAF Academy Preparatory School)  
**RR** (Director of Admissions)  
**SG** (USAF Academy Hospital)

**2.2.3.2. (Added)** All requests for printed letterhead stationery must be submitted to the Administrative Communications and Postal Division (IMA) for review and approval. Formats not in accordance with paragraph 2.3 will be returned to the originator for correction.

**2.3.** All letterhead will be printed in reflex blue ink.

**2.3.2.** Three-star general officer letterhead will be used for correspondence relating to personal or special occasions that require the Superintendent's signature. Superintendent letterhead (8-1/2" by 11") will only

be used for personal letters, not official memorandums. Command Section Administration (CCEA) is the OPR for issuance and compliance.

**2.5.** All correspondence leaving the Academy with the Superintendent's signature must be in letter-quality print.

**2.8.** Forward all requests for slogans to IMA for approval.

**2.8.1.** With the exception of tenant units' letterhead, print the slogan "Commitment to Excellence" on all printed letterhead stationery having captions authorized at the Academy.

**3.1.3.** Legible write-in changes are permissible except

**3.2.2.1.** The full address may be used in the MEMORANDUM FOR caption if it is absolutely necessary. Bear in mind, the address will appear on the envelope.

**3.2.2.1.1.** The abbreviated organizational code (i.e., HQ USAFA or 54 SPS) may be omitted on all correspondence remaining on USAFA. Ensure there is no contradiction of command level when using the FAS only (i.e., 54 SPS/\_\_\_ or SPA).

**3.2.2.1.4.** See attachments 1 through 3, this supplement, for Academy-established categorical addresses. Forward all requests for duplicating reproduction request (DPS 5600/2, **Duplicating Reproduction Request**) of categorically addressed letters to IMA for their review and approval. When submitting DPS 5600/2, ensure that the appropriate distribution symbol and number of extra copies (if any) (for example, Dist B+10) is in the "quantity" block. Suspenses are only authorized in Distribution A letters. Unless otherwise requested, IMA distributes all categorically addressed correspondence.

**3.2.2.2.** The abbreviated organizational code (i.e., HQ USAFA or 54 SPS) may be omitted on all correspondence remaining on USAFA. Ensure there is no contradiction of command level when using the FAS only (i.e., 54 SPS/\_\_\_ or SPA).

**Figure 3.1., Item 1. Do not right-justify correspondence prepared for the Superintendent's signature.**

**3.4.2.** With the exception of the Command Section, all USAFA personnel who use HQ USAFA letterhead stationery will include the name of their organization in the signature element. For example:

WILLIAM R. BIVENS

Chief, Admin Comm & Postal Div

Directorate of Information Management

or

WILLIAM B. HATHAWAY, MSgt, USAF

Superintendent, Admin Reports Flt

54th Security Police Squadron

**3.4.5.** Do not include the optional automated file designator (AFD) on the original correspondence to be signed by the Superintendent. It may, however, be included on the file or read file copies.

**4.6.** When more than *two* signature blocks are absolutely necessary on meeting minutes, all signature blocks are to the right of center, ranking member last.

**5.6.2.1.** Drawn boxes and underscores will not be used in form or guide letters. Use only parentheses.

**5.6.4.1.** With the exception of tenant units, IMA reviews and approves all requests for form and guide letters. Ensure that the remarks section has IMA annotated for coordination/approval. Letters collecting personal information or letters resembling forms must be coordinated through the Command Privacy Act Officer (IMDF) or Forms Manager (IMPF) prior to IMA's review. IMA will pass all approved requests to the Defense Printing Service (PSH) for reproduction and return disapproved requests to the originator.

**5.6.4.2.** Each USAFA activity's administrative section must establish form and guide letter review procedures. When submitting a request for reproduction, enter the name and telephone number of the individual who is most familiar with the form or guide letter in the remarks section of DPS 5600/2.

**5.6.4.4. (Added).** Organizations should establish a central point for filing their original form and guide letters. This control point should be the same office responsible for reviewing form and guide letters.

**7.3.** To obtain a receipt from the addressee, enclose and AF Form 74 inside the container.

**7.5.** Staff summary sheets are required for all correspondence forwarded to the Command Section (CCEA). CCEA will date and return any correspondence that needs to be dispatched to the preparing agency, indicates otherwise on the staff summary sheet. Additionally, if dispatch is requested, an appropriate preaddressed envelope must be provided.

**7.5.1.4. (Added).** Routing of correspondence through the Command Section is as follows:

**7.5.1.4.1.** For Vice Commander only: CCEA, CVA, CV.

**7.5.1.4.2.** For Superintendent only: CCEA, CCE, and SUPT.

**7.5.1.4.3.** For CV, and SUPT: CCEA, CVA, CV, CCE, and SUPT.

**7.5.1.4.4.** For enlisted personnel matters: CCEA, CCC, CVA, and CV or CCEA, CCC, CCE, and SUPT.

**7.5.1.4.5.** Superintendent's Schedule: CCA (Personal Staff Officer to the Superintendent) will be included on all correspondence that requests Superintendent involvement, i.e., promotions, retirements, award and decoration presentations, changes of command, etc. An example of this routing is CCEA, CCA, CVA, CV, CCE, and SUPT or CCEA, CCA, and SUPT.

**7.5.3.** Do not assemble correspondence sent to the Command Section in a folder or with protective covers. Secure each package with a clip large enough to hold the package together. Attach an addressed envelope if the correspondence is to be dispatched by the Command Section.

**Figure 7.1, Item 14. The Command section Referral Slip will be placed at Tab 2.**

**Attachment 1**

**DISTRIBUTION A**

**(Directors/Commanders/Tenant Organizations)**

AFA COMSY	1	IG	1
AH	1	IM	1
AOG	1	JA	1
BA	1	LG	1
CCD	1	LGD	1
CCP	1	OSI	1
CCQ	1	PA	1
CE	1	PL	1
CV	1	PSH	1
CW	1	QI	1
DAO	1	RR	1
DF	1	SC	1
DODMERB	1	SE	1
DP	1	SG	1
FJSRL	1	SP	1
FM	1	SPACEMARK	1
FMF	1	SV	2
HC	1	XP	1
HO	1	<b>Total:</b>	<b>38</b>

***NOTE:***

Distribution quantities are predetermined and will change only to support reorganizational requirements.

## Attachment 2

### DISTRIBUTION B

(Directors/Commanders/Tenant Organizations/Three-Letter FASs)

#### Host Organizations

50 ATS	2	HO	1
AAFES	1	IG	1
AFA COMSY	1	IM	4
AH	15	JA	1
AOG	1	LG	
BA	1	LGDP	1
CCD	1	OSI	1
CCP	1	PA	5
CCQ	1	PL	5
CE	9	PSH	1
CV	2	QI	4
CW	20	RR	6
DAO	6	SC	12
DF	29	SE	1
DODMERB	1	SG	10
DP	9	SP	5
FJSRL	3	SPACEMARK	1
FM	4	SV	12
FMF	1	XP	5
HC	5	<b>Total:</b>	<b>195</b>

***NOTE:***

Distribution quantities are predetermined and will change only to support reorganizational requirements.

### Attachment 3

#### DISTRIBUTION C

(Provides maximum distribution as determined by agencies listed)

50 ATS	2	IG	1
94 ATS	1	IM	5
557 FTS	1	IMPD	1
AFA COMSY	1	IMPF	1
AH	37	JA	1
AOG	1	LG	18
BA	1	LGDP	1
CCD	1	OSI	1
CCP	2	PA	4
CCQ	1	PACV	1
CE	40	PL	4
COMLIB	1	PSH	1
CV	2	QI	1
CW	50	RR	13
DAO	3	SC	12
DF	35	SE	1
DODMERB	1	SG	75
DP	22	SP	19
FJSRL	3	SPACEMARK	1
FM	4	SPAI	1
FMF	8	SV	29
HC	5	XP	5
HO	1	<b>Total:</b>	<b>419</b>

**NOTE:**

Increase or decrease in an activity's requirements must be justified and submitted in writing to IMA for approval.

RUSSELL F. WILEY, Major, USAF  
Director of Information Management